CalTekNet Year 1 Budget Planning

Project Budget Worksheet: CalTekNet Digital Inclusion Initiative

Revenue

Revenue from Private Sources

Source	Received	Committed	Anticipated	Total
Special Events and Fundraisers	$-	$-	$15,000	$15,000
Foundation Grants	$-	$25,000	$95,000	$120,000
Corporate Grants and Contributions	$-	$15,000	$50,000	$65,000
Individual Contributions	$-	$5,000	$15,000	$20,000
Private Revenue Totals	**$-**	**$45,000**	**$175,000**	**$220,000**

Revenue from Public Sources

Source	Received	Committed	Anticipated	Total
Government Grants	$-	$-	$20,000	$20,000
Government Contracts	$-	$-	$10,000	$10,000
Earned Program-Related Income	$-	$-	$-	$-
Other	$-	$-	$-	$-
Public Revenue Totals	**$-**	**$-**	**$30,000**	**$30,000**

In-Kind Contributions

Source	Notes	Fair Market Value
Donated Use of Facilities	Community centers, KAOS Network space	$24,000
Donated Inventory or Equipment	Refurbished computers from Bridge the Digital Divide	$35,000
Donated Services	Technical expertise, volunteer hours	$30,000
Total In-Kind Contributions		**$89,000**

Type	Received	Committed	Anticipated	Total
Total Revenue	**$-**	**$45,000**	**$205,000**	**$250,000**

Expenses

Personnel and Fringe

Position	Notes	Amount
Executive Director (0.5 FTE)	$95,000 annual, part-time	$47,500
Technology Director (0.5 FTE)	$85,000 annual, part-time	$42,500
Community Engagement Coordinator (0.5 FTE)	$65,000 annual, part-time	$32,500
Digital Navigators (2 part-time)	$22,500 each	$45,000
Subtotal Salaries and Wages		$167,500
Benefits and Taxes (15% of Total Salaries and Wages)	Reduced rate for part-time staff	$25,125
Total Personnel and Fringe		**$192,625**

Program Expenses

Item	Notes	Amount
Program Supplies and Materials	Training materials, digital resources	$7,500
Program Space Rental	For training sessions not covered by in-kind	$3,000
Program Catering	For community events and trainings	$2,500
Program Insurance	Liability coverage for events	$1,500
Program Consultants	Specialized training expertise	$5,000
Volunteer Stipends	For community trainers	$4,500
Website and Digital Infrastructure	Hosting, maintenance, development	$5,000
Total Program Expenses		**$29,000**

Operating Expenses

Item	Notes	Amount
Office Rent	Minimal - leveraging partner spaces	$2,400
Consultants	Legal, accounting	$2,000
Equipment	Technology for staff	$4,000
Utilities (telephone, internet)	Staff connectivity	$2,400
Postage	Minimal - digital communication priority	$250
Office Supplies	Basic supplies	$1,000
Promotional Materials	Outreach materials	$1,500
Travel	Between program sites	$2,800
Parking	Staff and volunteer parking	$500
Catering/Food/Entertainment	Staff meetings, small events	$1,000
Conference Registration	Professional development	$1,500
In-Kind Expense	Matching in-kind contributions	$-
Total Operating Expenses		**$19,350**

Category	Amount
Total Expense Before Community Partners Administrative Charges	**$240,975**

Project Administration

Item	Notes	Amount
9% of Revenue from Private Sources	$220,000 × 9%	$19,800
15% of Revenue from Public Sources	$30,000 × 15%	$4,500
Total Administrative Charges		**$24,300**

Category	Amount
Grand Total Expenses	**$265,275**
Excess Revenue Over/Under Expenses	**($15,275)**

Budget Narrative and First Year Implementation Strategy

Scaled First Year Approach

The CalTekNet project has been carefully scaled for a first-year implementation that establishes the foundation for future growth while remaining within budget constraints. This approach focuses on:

1. **Building Core Infrastructure**: Establishing the basic technology platforms and processes that will support expanded services in future years
2. **Pilot Programs in Key Locations**: Implementing targeted programs at Harrison House in Las Vegas Historic Westside and select Los Angeles locations with KAOS Network, Bridge the Digital Divide, and Jobs Create Peace
3. **Leveraging Partnerships**: Maximizing in-kind contributions and shared resources from our partners to extend impact beyond direct financial investment
4. **Training the Trainers**: Developing a cadre of community trainers who will expand our reach exponentially in subsequent years

Personnel Strategy

Our staffing model utilizes part-time positions for leadership roles, allowing us to engage high-quality talent while managing costs. Key personnel will focus on:

- **Executive Director (0.5 FTE)**: Strategic direction, partnership development, and fundraising
- **Technology Director (0.5 FTE)**: Platform implementation and technical infrastructure
- **Community Engagement Coordinator (0.5 FTE)**: Community outreach and program coordination
- **Digital Navigators (2 part-time)**: Direct service to community members, focusing on pilot locations

As additional funding is secured during Year 1, we will expand positions to full-time and add staff as needed.

Program Priorities for Year 1

1. **Establish Technology Infrastructure**:
   - Set up Odoo 18 Community Edition as the core consortium management platform
   - Configure initial modules for volunteer management, resource sharing, and impact tracking
   - Develop integration frameworks for Elgg, OpenACS, and Ushahidi components
2. **Pilot Train-the-Trainer Program**:
   - Develop curriculum and train initial cohort of 12 community trainers
   - Create specialized modules for senior digital literacy, digital arts, workforce development, and e-waste management
   - Establish online learning resources for continued education
3. **Community Engagement and Needs Assessment**:
   - Form Community Advisory Boards in pilot locations
   - Conduct detailed digital needs assessments
   - Implement VCAP process in Las Vegas Historic Westside
4. **Resource Development**:
   - Work with Bridge the Digital Divide to establish device refurbishment pipeline
   - Create digital resource library for community trainers
   - Develop evaluation tools and impact tracking systems

Sustainability Planning

This first-year budget sets the foundation for sustainability through:

1. **Diversified Funding**: Building relationships with multiple funding sources to reduce dependency on any single source
2. **Capacity Building**: Training community members who will continue to serve their communities
3. **Infrastructure Investment**: Creating systems and resources that will serve the program for multiple years
4. **Partnership Development**: Establishing formal relationships with key organizations that will provide ongoing support and resources
5. **Evidence Building**: Documenting impact to support future funding requests

In Year 2, we anticipate transitioning to a budget of approximately $500,000 as we expand to additional locations, increase staff capacity, and implement more comprehensive programming based on Year 1 learnings.